



COLLIN COUNTY

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DATE: December 21, 2015
FROM: Cynthia Jacobson, Director of Human Resources
TO: Commissioners' Court

SUBJECT: Employee Handbook Update

In order to ensure Collin County employees are provided with current County employment policies, Human Resources has completed a full update of the Collin County Employee Handbook. I am seeking approval from Commissioners' Court to produce and distribute the updated handbook. Upon approval, the handbook will be made available online through the Collin County intranet site, **mycc**.

This project utilized the feedback of department heads and elected officials to ensure a quality end product. It also required the persistence and dedication of several key Human Resource project team members to accomplish the update. I would like to extend my thanks to all those who were involved in the update process.